



Contract No.: R-2004-250-1 TOWN OF DAVIE

**Agreement to Supply: TEMPORARY SERVICES - OFFICE STAFF**

This agreement, made and entered into this the **24th** day of **NOVEMBER**, 2004, by and between the **CITY OF FORT LAUDERDALE**, a municipal corporation of Florida, City Hall, Fort Lauderdale, FL 33301, hereafter called the "City" and

Name of **CONTRACTOR: TRI-STATE EMPLOYMENT SERVICE, INC.**

Address: **160 BROADWAY 15TH FLOOR** City: **NEW YORK** State: **NY** Zip: **10038**

A Corporation ☒ A Partnership ☐ An Individual ☐ Other:

authorized to do business in the State of Florida, hereinafter called the "Company or Contractor" Witnesseth that: Whereas, the Town of Davie did advertise and issue an Invitation to Bid (ITB) or Request for Proposal (RFP) for supplying the requirements of the City for the items and/or service listed above for a period of **ONE (1) YEAR** and the Contractor submitted a proposal/bid that was accepted and approved by the Town of Davie.

Formal authorization of this contract was adopted by the Town Council of Davie on: **November 3rd, 2004**

Now, therefore, for and in consideration of the premises and the mutual covenants herein contained, the parties covenant and agree as follows:

1. The Company agrees to sell to the City and the City agrees to buy from the Company, during the period beginning **11/3/2004** and ending **11/2/2005** for the requirements listed above and according to the following specifications, terms, covenants and conditions:

a. The Legal Advertisement, Invitation to Bid/Request for Proposal containing General Conditions, Instructions to Bidders, Information for Bidders, Special Conditions, Specification, addenda, and/or any other attachments forming a part of ITB/RFP Number R-2004-250 and the Contractor's bid in response, form a part of this contract and by reference are made a part hereof. Except as used to refer to the Town of Davie as the lead agency or as a participating governmental entity under the Southeast Florida Governmental Purchasing Cooperative, the terms "Town of Davie" and "Town" shall mean the City of Fort Lauderdale, a Florida municipality.

b. In construing the rights and obligations between the parties, the order of priority in cases of conflict between the documents shall be as follows:

- 1) This contract Form G-110, Rev. 12/00
- 2) The Town of Davie's ITB/RFP and all addenda thereto
- 3) Contractor's bid/proposal in response to the Town of Davie's ITB/RFP

c. **Warranty:** The Company by executing this contract embodying the terms herein warrants that the product and/or service that is supplied to the City shall remain fully in accord with the specifications and be of the highest quality. In the event any product and/or service as supplied to the City is found to be defective or does not conform to specifications the City reserves the right to cancel that order upon written notice to the Contractor and to adjust billing accordingly.

d. **Cancellation:** The City may cancel this contract upon notice in writing should the Contractor fail to reasonably perform the service of furnishing the products and/or services as specified herein upon 30 days written notice. This applies to all items of goods or services.

e. **Taxes Exempt:** State Sales (#16-03-196479-54C) and Federal Excise (#59-600319) Taxes are normally exempt, however, certain transactions are taxable. Consult your tax practioner for guidance where necessary.

**f. Invoicing:** Contractor will forward all invoices in duplicate for payment to the following: Finance Department, 100 N. Andrews Avenue, 6th Floor, Fort Lauderdale, FL 33301. If discount, other than prompt payment terms applies, such discount MUST appear on the invoice

**2. Contract Special Conditions:** The following special conditions are made a part of and modify the standard provisions contained in this contract Form G-110.

**3. Contract Summary:**

a. Attachments:

**Copy of vendor proposal, Resolution No.R-2004-250, and a blank copy of the bid specifications.**

b. Payment Terms:

**Per RFP**

c. Delivery:

**Per RFP**

d. Insurance:

Yes ☒

No ☐

e. Performance Bond/Letter of Credit:

Yes ☐

No ☒

f. Procurement Specialist's Initials:

**LRW**

**4. Contractor's Phone Numbers:**

**Office: 718-982-1028**

**Mobile:**

**5. Contractor's Fax Number:**

**718-982-1222**

**6. Contractor's E-Mail Address:**

**Website:**

**City of Fort Lauderdale**

**By:**

Director of Procurement Services (City Manager's Designee)  
Auth: Sec. 2-180(8) of Code and Procurement Memo No. 04-03

**Date:**

Assistant City Attorney (approved as to form)

**Date:**

**Contractor/Vendor**

Name of Company Officer (please type or print)

**By:**

Authorized Officer's Signature

**Title:**

**Date:**

<u>ITEM NO.</u>	<u>ESTIMATED ANNUAL USAGE</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
1.	10,000 hours	Clerk/Receptionist	\$ <u>8.40</u> /hr.	\$ <u>84,000</u>
2.	7,000 hours	Secretary	\$ <u>9.60</u> /hr.	\$ <u>67,200</u>
3.	2,000 hours	Admin. Assistant	\$ <u>12.95</u> /hr.	\$ <u>25,900</u>
4.	1,000 hours	Legal Secretary	\$ <u>15.60</u> /hr.	\$ <u>15,600</u>
5.	4,000 hours	Account Clerk	\$ <u>8.40</u> /hr.	\$ <u>33,600</u>
6.	2,000 hours	Accountant	\$ <u>17.00</u> /hr.	\$ <u>34,000</u>
7.	1,000 hours	Cashier/Cust Svc Rep	\$ <u>10.40</u> /hr.	\$ <u>10,400</u>
TOTAL				\$ <u>279,700</u>

BIDDER Tri-State Employment Service, Inc.

ADDRESS 160 Broadway, 15<sup>th</sup> Fl  
New York, NY 10038

BY [Signature] Signature  
Robert Cassera, President  
Please Type or Print Signature Name Here

TITLE President

DATE 10/1/04

PHONE (718) 982-1028

FAX (718) 982-1222

Will your firm accept payment via the Town of Davie's Visa card? Please circle one  
☒ YES ☐ NO

**The following offices would be able to service this contract**

**Plantation, FL Office  
6950 Cypress Road-Suite 208  
Plantation, Fl. 33317  
Contact: Darlene Lodato  
Tel: (954)581-6655  
Fax: (954) 581-0506**

**Deerfield, FL Office  
478 West Hillsboro Blvd.  
Deerfield, FL 33441  
Contact: Celeste Pantano  
Tel: (954) 426-1833  
Fax: (954) 426-2838**